

**CITY OF WILMINGTON**

**FINANCIAL DISCLOSURE REPORT FOR ELECTED AND APPOINTED OFFICIALS  
REQUIRED UNDER WILMINGTON CITY CODE §2-345.1**

**Instructions:** All elected and appointed officials must complete this form prior to starting employment with the City of Wilmington and again each year by May 1 with information regarding the prior calendar year. Each question must be completed with respect to yourself and any family members or domestic partners that are over 18 years of age and live with you. Each response should list the person associated with the response for example yourself or spouse. If you do not have responsive information to a question, write N/A as the answer. The form must be turned into the Law Department by May 1 and must be notarized (notaries are available in the law department). If you need additional space, attach additional pages to this document.

**Notice:** The filing of a false statement under this section, in addition to any other violations and penalties that may be provided by law, may constitute the misdemeanor of “making a false written statement” as provided in Title 11 of the Delaware Code and be punishable upon conviction as provided in that title. Additional, the Wilmington City Code §2-345.1(h) provides additional violations and penalties as follows:

- 1. No filer shall be allowed to continue upon his or her duties, nor shall he or she receive any compensation from city funds, unless he or she has filed a financial disclosure report as required by this section.**
- 2. Any filer who knowingly files a financial disclosure report that is false in any material respect shall be guilty of a class A misdemeanor for which punishment may include up to 1 year incarceration at Level V and such fine up to \$2,300, restitution or other conditions as the court deems appropriate.**
- 3. Any filer who willfully fails to file a financial disclosure report shall be guilty of a class B misdemeanor for which punishment may include up to 6 months of incarceration at Level V and such fine up to \$1,150, restitution or other conditions as the court deems appropriate.**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Section 1. If you or your domestic partner or adult family member own any part of a business with a fair market value greater than \$5,000 or had income of more than \$5,000 in the past year, list the name of the business, instrument and nature of your ownership of the business (e.g. common or preferred stock, rights, warrants, articles of partnership, proprietary interest, deeds and debt instruments, if convertible to equity instruments 29 Del. C. § 5812(K)), and any position of management held by, or constructively control by, you or your domestic partner or adult family household members.**

Example: Self- Doe Consulting LLC, President, managing member and majority stockholder

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**Section 2. For any professional organization in which you or your domestic partner or adult family household members are the sole practitioner, officer, director, or partner, or serve in any advisory capacity, or which you constructively control that had income greater than \$500 last year, list the name of the organization, its address, and the type of practice. Any organization disclosed under Section 1, does not need to be included here.**

Example: Wife Jane Doe- partner at ABC Law Firm

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***Section 3. For any income you or your domestic partner or adult family household members derived for services rendered exceeding \$500 from a single source, list the source of the income. If the sources of that income is listed in Section 1 or Section 2, it does not need to be included here.***

Example: Self-Wilmington Youth Basketball League (referee)

Son-James Doe-XYZ Ice Cream

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***Section 4. For any capital gain (capital gains means those that must be reported to the Internal Revenue Service pursuant to federal law, 29 Del. C. § 5812(b), these are typically gains from sale of property, stocks, or other financial instruments) you or your domestic partner or adult family household members derived for services rendered exceeding \$500 from a single source (other than sale of your primary residence), list the source of the income.***

Example: Self and Wife Jane Doe-Vanguard Index 550 Mutual Fund, sale of 0 N. Market St.

***Section 5. For any reimbursement for expenditures you or your domestic partner or adult family household members received \$1,000 from a single source, list each source of the reimbursement(s).***

Example: Wife Jane Doe- Delaware State Bar Association, ABC Law Firm  
Self-City of Wilmington, United Way

***Section 6. For any honoraria (honoraria means fees received for speeches, writings, group discussions, and similar activities excluding reimbursements, 29 Del. C. § 5812(i))received by you or your domestic partner or adult family household members, list the source of the income.***

Example: Self-University of Delaware-Delaware Day Address

***Section 7. If you or your domestic partner or adult family household members receive gifts over the course of the last calendar year with a total value exceeding \$250 from any person or entity, list the gift giver and the amount of the gift. You may rely on the good faith representation of the gift giver for the value of the gift. Gifts from domestic partners or a person related by blood (whole or half), adoption, or marriage do not need to be disclosed.***

Example: Self-Adam Smith gift of tickets to the Bernie Sanders lecture at the Grand Opera House \$300

***Section 8. If you or your domestic partner or adult family household members were indebted for a period of 90 consecutive days or more during the last calendar year in a total amount more than \$1,000, list the creditor (examples include mortgages, car loans, students loans, or other debts that are more than 90 days such as unpaid credit cards or utility bills).***

Example: Self and Wife Jane Doe-J.P. Morgan, GMC Financial, Mastercard

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**Section 9. If you or your domestic partner or adult family household members have co-signed a loan with anyone who has done business with the City or is a City employee, identify that person or entity.**

Example: Daughter- Jan Doe (city employee)

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**Section 10. If you or your domestic partner or adult family household members, have sold, leased, or bought real property (land with or without a structure) to or from the City or any of its entities, list property and your involvement in it.**

Example: N/A

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**Section 11. If you or your domestic partner or adult family household members serve on any corporate or non-profit boards (including paid and unpaid), list the entity's name, the nature of its business, and whether it operates within the City of Wilmington (list yes or no).**

Example: Self-United Way of Delaware-raises funds for local charities-yes

Jane Doe-Sierra Club-environmental advocacy group- no

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**\* Italic Questions will not be included on the form for honorary City Officials.**

**The data contained in this report is provided as of this \_\_\_\_\_ day of \_\_\_\_\_ 2019.**

**Filer's Signature:** \_\_\_\_\_

**CITY OF WILMINGTON  
COUNTY OF NEW CASTLE  
STATE OF DELAWARE  
SWORN AND SUBSCRIBED before me**

**This \_\_\_\_\_ day of \_\_\_\_\_ 2019**

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**Notary Public**

**My Commission Expires:**